March 2024

Student Data Newsletter

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What's happening now? You guessed it, TESTING!!!

Are schools required to administer the statewide assessments to students?

Yes. State assessments are required this year. The windows for Science, Science-Alt, Math, and ELA all begin **Monday, March 25**. The windows for MSAA (Math-Alt and ELA-Alt) opened **Tuesday, March 11**. South Dakota does not allow remote administration of the summative assessments. Students will need to test in person. Also, make sure students are properly marked in Infinite Campus. This includes students who need to take the Alternate Assessments and students who are English Learners. Please communicate any updates you make to Christina.Booth@state.sd.us so we can make the necessary changes to the students in the MSAA alternate assessment system. The State will provide important updates through the assessment weekly newsletter during the testing window. Please email Matthew.Gill@ state.sd.us if you or anyone you know needs to be added to the mailing list.

What's coming up next? Summer School Calendars are due by the last Friday in April (April 26th)!

To combat learning loss, many districts will be offering a Summer School Program. All school districts that will be offering a Summer School Program, must enter a Summer School "School" and a summer school calendar into Infinite Campus.

Summer School Program Definition - Programs that provide academic learning or enrichment opportunities for any length of time between the conclusion of a school year and the beginning of the next sequential school year serving students. Summer school programs help students meet state and local content standards in core academic subjects, such as English language arts, math, science, etc.; offer students a broad array of enrichment activities that can supplement grade-level academic programs; and offer other educational services such as social emotional learning supports.

Note:

Dual Credit courses taken over the summer ARE NOT to be considered Summer School and you will not enter them into Infinite Campus.

To meet the federal reporting requirements associated to the Elementary and Secondary School Emergency Relief (ESSER) Fund requirements (Pub. L. No. 116-136; Pub. L. No. 116-260; Pub. L. No. 117-2) and to meet the department responsibility of establishing a uniform system for gathering and reporting of educational data (SDCL § 13-3-51) you will need to create one Summer School that will house all students that attend.

Steps to create the Summer School "School" and Calendar are:

Step 1. The Summer School "School" has already been added to your Infinite Campus system. Using your Calendar Wizard, you will select Summer School that is in your Select Schools list. Once you have run the Calendar Wizard, you will need to log off and log back on to see your Summer School in your School Dropdown list.

Step 2. Now you will create a calendar for your Summer School. When creating your summer school, the grade span can include grade levels KG-12. You will have one term that will run from the start of summer school, (which needs to be after the regular school term ends), and the end date needs to be prior to the start of the 2024-25 school year. You can create more than one summer school calendar under your summer school if you wish.

Step 3. Attendance will be required on all students that are enrolled at any point in time during the summer. All enrollments will be at 100% and the Service Type will be P: Primary.

Special Education Summer School (ESY) (Extended School Year)

An individual entitlement for students with an IEP who have experienced a documented regression of skills during a break from instruction, who are in critical state of learning, or who, due to the nature or severity of their disability, require services beyond normal school year.

ESY services are provided outside the course of the normal school year and are designed for an individual student to maintain a skill in one or more goal areas of concern at no cost to the family.

We understand that many of you like to track these students in Infinite Campus, if you intend to do this, you are required to set up a separate calendar under the Summer School and name it **ESY Summer School**.
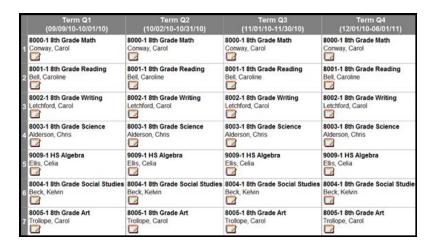
TRANSCRIPT

What else is new?

How to properly account for 8th graders taking High School courses!

8th graders should only have one enrollment record. This should be a primary enrollment in the middle school/junior high as an 8th grader.

Enrollment Editor					
Edit	Grade	Type	Calendar	Start Date	End Date
✏	08	P	Fillmore Middle School 10-11	07/07/2010	
	Start Status: 00 Last year, public school, same district				
	End Status:				
✏	07	P	09-10 Fillmore Middle School	08/12/2009	06/04/2010
	Start Status: 00 Last year, public school, same district				
	End Status: 01 Change in grade level				
✏	06	P	08-09 Fillmore Middle School	09/02/2008	06/01/2009
	Start Status: 00 Last year, public school, same district				
	End Status: 01 Change in grade level				

No 9th grade enrollment exists

Student's schedule should include all courses taken at the middle school and/or any courses taken at the high school.

	Term Q1 (09/09/10-10/01/10)	Term Q2 (10/02/10-10/31/10)	Term Q3 (11/01/10-11/30/10)	Term Q4 (12/01/10-06/01/11)
1	8000-1 8th Grade Math Conway, Carol ✏	8000-1 8th Grade Math Conway, Carol ✏	8000-1 8th Grade Math Conway, Carol ✏	8000-1 8th Grade Math Conway, Carol ✏
2	8001-1 8th Grade Reading Bell, Caroline ✏	8001-1 8th Grade Reading Bell, Caroline ✏	8001-1 8th Grade Reading Bell, Caroline ✏	8001-1 8th Grade Reading Bell, Caroline ✏
3	8002-1 8th Grade Writing Letchford, Carol ✏	8002-1 8th Grade Writing Letchford, Carol ✏	8002-1 8th Grade Writing Letchford, Carol ✏	8002-1 8th Grade Writing Letchford, Carol ✏
4	8003-1 8th Grade Science Alderson, Chris ✏	8003-1 8th Grade Science Alderson, Chris ✏	8003-1 8th Grade Science Alderson, Chris ✏	8003-1 8th Grade Science Alderson, Chris ✏
5	9009-1 HS Algebra Ellis, Celia ✏	9009-1 HS Algebra Ellis, Celia ✏	9009-1 HS Algebra Ellis, Celia ✏	9009-1 HS Algebra Ellis, Celia ✏
6	8004-1 8th Grade Social Studies Beck, Kelvin ✏	8004-1 8th Grade Social Studies Beck, Kelvin ✏	8004-1 8th Grade Social Studies Beck, Kelvin ✏	8004-1 8th Grade Social Studie Beck, Kelvin ✏
7	8005-1 8th Grade Art Trollope, Carol ✏	8005-1 8th Grade Art Trollope, Carol ✏	8005-1 8th Grade Art Trollope, Carol ✏	8005-1 8th Grade Art Trollope, Carol ✏

HS Algebra will show up on the HS Transcript, but a 9th grade enrollment at the high school is not needed. This is causing the incorrect cohort year to populate on the graduation tab.
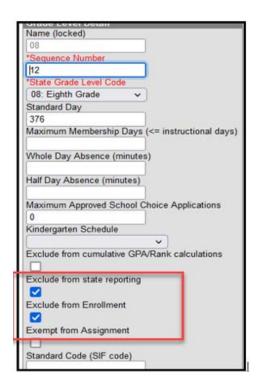
If a HS teacher is teaching the course at the middle school/jr high

Follow these steps to replicate this type of scheduling:
1. Create the HS course at the middle school
    a. Same course number
    b. Same course name
    c. Same state code
    d. Make sure the transcript box is checked
    e. Make sure the GPA weight box is populated if the course should count towards GPA
2. Create a section of this course with the high school teacher as the primary teacher (teacher of record)
    a. High school teacher will need a district assignment at the middle school
       (make sure the teacher box is checked for this assignment)
    b. High school teacher will need to choose the middle school from the toolbar to grade the
       student/students and to take attendance
3. Schedule all pertinent students into this section
4. Make sure the grading task associated with this course has the following:
    a. Same score group that is being used at the high school
    b. Same credit amount as the high school
    c. Same credit type as the high school (If the HS credit group is not currently available for selection
       in the middle school, it can be made available by checking the box in Grading and
       Standards>School Standards>Credit Groups)

If a MS/JH teacher is teaching the course at the middle school/jr. high

Follow these steps to replicate this type of scheduling:
1. Create the HS course at the middle school
2. Same course number
3. Same course name
4. Same state code
5. Make sure the transcript box is checked
6. Make sure the GPA weight box is populated if the course should count towards GPA
7. Create a section of this course with the middle school teacher as the primary teacher
(teacher of record)
8. Middle school teacher will need a district assignment at the middle school (make sure
    the teacher box is checked for this assignment)
9. Middle school teacher will need to choose the middle school from the toolbar to
    grade the student/students and to take attendance
10. Schedule all pertinent students into this section
11. Make sure the grading task associated with this course has the following:
12. Same score group that is being used at the high school
13. Same credit amount as the high school
14. Same credit type as the high school (If the HS credit group is not currently available
    for selection in the middle school, it can be made available by checking the box in
    Grading and Standards>School Standards>Credit Groups)

Entering the Grade Level to the High School Calendar

You will need to add the grade level of 8 to your high school calendar, but you WILL NOT add an enrollment in the high school. When adding the grade level to the high school calendar, you will also need to check the two boxes in the screen shot below.

When the student enters high school, the school's name in the upper left-hand corner will update to the high school when the transcript report is run for the high school calendar and an 8th grade level exists in the Calendar with the "Exclude from State Reporting**" and "**Exclude from Enrollment**" boxes selected (see screenshot above). The transcript record will identify that the student took this course during his/her 8th grade year, but credits will count toward high school graduation requirements. **

Data Entry Deadline is June 14, 2024

The 2023-24 Accountability Report Cards will again be produced and made available to districts via the SD-STARS system. The data you enter in Infinite Campus (or fail to enter in Infinite Campus) is the data that is used to make Accountability determinations for your school and district. It is imperative that your data in Infinite Campus is correct. Please review _ALL_ hints below for a successful closeout of the 2023-24 school year.

** It is important to read this newsletter completely before you begin to edit or end your enrollments. Please keep in mind that the following steps should be taken after ALL grading and the end of the year reports have been completed.**

Student Datanewsletter

Check your calendars

School Days
You will want to check all your school's calendars for accuracy. Make sure that the school days, instructional days, and attendance boxes are checked when they pertain to that school day. If the last day of school is May 25th, all days remaining on the calendar should be reported as "non-school days". Be sure that every calendar that your district has in Infinite Campus has the correct calendar "Type" selected and that all calendars have been adjusted to account for snow days, Christmas vacation, in-service days, parent/teacher conferences, as non-Instructional days*. If you were not in session due to inclement weather, you are not allowed to count those days as instructional or attendance days unless a "virtual snow day" was called. In order for the day to count as an instructional day, distance learning must be available and required for all students. In these circumstances, student instructional packets are not considered as instructional hours. For example, some schools provide packets to elementary students, but these packets do not satisfy the requirements associated with instructional hours. This is important for the accurate calculation of the attendance rate. To check your instructional minutes for the year, follow this path; System Administration> Calendar>Calendar Days. Click on the "print" icon and at the bottom of the page you will find the number of instructional minutes.

Required instructional hours: SDCL 13-26-1
Grades 6-12 is 962.5 hours (57,750 minutes)
Grades 1-5 is 875 hours (52,500 minutes)
Kindergarten the minimum is 437.5 hours (26,250 minutes)

Overlaps, Transfers and Exiting Students

Overlaps
Throughout the year, the Department of Education has sent out overlap reports and we will be doing this again before the final data entry submission. These overlaps need to be resolved by June 14th. We encourage you to run your own overlap report within Infinite Campus. You can find this report under Student Information>Reports>Enrollment Overlap.

Dual Enrollments
When a student is dually enrolled, there can be only one **PRIMARY** enrollment. The second or lesser enrollment must be **PARTIAL**. You can find this field under "Service Type" on the general enrollment tab.

The only exception to this rule is when a student is dually enrolled between their resident school district and one of the 11 Short-term Group Care facilities or JDC's allowed by SD Administrative Rule 24:17:03:05. In this case, the student's "Service Type" field is to be marked as **PRIMARY** on BOTH enrollments. The list of these short-term Group Care facilities and JDC's can be found in the Student Data Collections Desk Guide and on the DOE website at https://doe.sd.gov/ofm/documents/DeskGuide-23-24.pdf

Transfers
When a student transfers from your district to another district, be sure to update your student data in a timely manner. Periodic updates will help eliminate duplicate records. If a student is absent for an extended period and you do not receive a request for transcripts for the student, refer to the administrative rule listed below.

> 24:17:03:06: **Student count for state aid purposes.** No student who has an unexcused absence of 15 consecutive school days may be included in the count of the attendance center for state aid purposes, retroactive to the last day the student attended school or had an excused absence. An excused absence, for purposes of this section, includes medical illness and enrollment in a short-term group care education program for up to 90 consecutive school days.

Drops
If the student returns any time after the 15 school days, you will still drop the student and then re-enroll them. Create a new enrollment and use the day the student returns as the status start date.

Correcting student enrollments

Enrollment Status Report
A nice report to check your past and present enrollments is the "Enrollment Status Report" located under SD State Reporting>Student Enrollment Extract.

Check Start and End Dates on Enrollment Records
These dates are used to determine if a student has been enrolled for a **Full Academic Year (FAY)**. Those students enrolled from October 1st until May 1st are considered as meeting FAY and will be included in the Accountability results for your school/district.

Make sure you check all students that were enrolled during the year but have left your district before the end of the 2023-24 school year. These students need to have an exit date and an appropriate exit code reflected on their enrollment. When you end date a student, you should use their **last day of attendance** as the end date and not the date you received the request. The list of exit codes is provided later in this newsletter and can also be found in the Student Data Collections Desk Guide and on the DOE website https://doe.sd.gov/ofm/documents/DeskGuide-23-24.pdf.

In addition, all students that will be continuing to the 2024-25 school year will need to have an end date and <u>an end status of 11: Student continues</u>. To make corrections to an enrollment, go to Search>Student>look for the student in question. Click on the enrollment tab for the student and edit the appropriate fields.

Check Start and End Dates on Special Education Enrollment Records
For students that left the district and had a special education record at the time of their enrollment, you will want to be sure that all special education records have been ended appropriately along with the enrollment record. The list of exit codes is provided later in this newsletter and can also be found in the Student Data Collections Desk Guide and on the DOE website at https://doe.sd.gov/ofm/documents/DeskGuide-23-24.pdf   **Please note that the codes differ between the regular enrollments and the special education enrollments**

Enrollment Status
You will want to check the *percent enrolled, grade level, service type, resident and attending districts, and enrollment status* for all students. This is especially important for students that are contracted, have dual enrollments, are open enrolled, or if your school district is receiving or paying tuition for the student. Again, to verify this data, it's best to run the Student Enrollment Extract located under SD State Reporting.

County of Residence
You will need to check the county of residence of all students for accuracy. This data is important as it is forwarded to each county and the Office of School and Public Lands for their allocations to your school district each year. If this information is not correct, your school district may not receive the proper funding that it is due.

Homeless
All students identified as homeless within your school district, must be identified as homeless in Infinite Campus. Once a student receives a homeless status, the student is considered homeless for the rest of the school year. Please check with your district's Homeless Liaison as to which students need to be marked as homeless. If they are reported as Homeless, they also should be marked as receiving Free Lunch on the FRAM tab.

To verify your Homeless data there is a new Homeless report that is located under SD State Reporting called "Homeless Extract". You will need rights to run this report.

The state has published an ad-hoc report that you are able to run. The path to this report is: Ad-hoc Reporting>Filter Designer>State Published>Student Homeless.

Attendance Rate (Days Absent)

Remember it is very unlikely that a school has an attendance rate of 100%! In addition, a student may not have total days absent exceeding their enrollment days or have negative attendance.

You can get to this field using the following path: Search>Student>look for the student in question>go to the "enrollment tab" for the student, click on the current enrollment and scroll down to the Absent Days field for the student. This is a calculated field. In order for this field to be populated, you will need to trigger a resync of the AttendanceSDMinute. To do this you will need to go to System Administration>Data Utilities>Resynch State Data. Check the AttendanceSDMinute, CustomStudent, and Enrollment boxes then choose "Send Resynch" at the bottom of the screen.

English Learner (EL) & 1st Year in Country

You will need to check to make sure all EL and 1st Year in Country students have been identified and their data is entered in Infinite Campus. The state has published an ad-hoc report that you are able to run to verify all students with an EL status. The path to this report is: Ad-hoc Reporting>Filter Designer>State Published>Student El and 1st Year in Country.

Migrant

Data Management will receive a file from Title I with all Migrant students. The state will submit a ticket to Infinite Campus to have all migrant students flagged. We submitted a file to Infinite Campus last fall to flag the migrant students and we will submit another one in April to catch any new students who have been identified. If a student has been flagged as Migrant, they should also have a lunch status of Free on their FRAM tab. To see what students have been flagged as Migrant, you can run the state published ad-hoc report. Ad-hoc Reporting>Filter Designer>State Published>Student Migrant List.

Military

It is the district's responsibility to make sure all students of Active Military Parents have been flagged. An "Active Duty Military Parent" includes a parent who is a member of the Armed Forces on active duty and the National Guard who have been activated/deployed at any point in time during the 2023-24 school year.

Foster Care

Data Management will receive a file from the Department of Social Services and we will submit a ticket to Infinite Campus to have all foster students flagged. We submitted a file to Infinite Campus last fall to flag the foster students and we will submit another one in June to catch any new students who have been identified. If a student is flagged as Foster, they should also have a lunch status of Free on their FRAM tab. To see what students have been flagged as Foster, you can run the state published ad-hoc report. Ad-hoc Reporting>Filter Designer>State Published>Student Foster Care.

FRAM

The meal status for a student is set within the FRAM module in Infinite Campus. You will want to verify the information on the FRAM tab for each student. **Students who were eligible for free or reduced lunch at any point during the school year will make up the economically disadvantaged subgroup for Accountability purposes. **

You can create an Ad hoc filter to pull a list of all students that have a meal status other than 'standard'. The "Meal Status" field is in Food Service>Eligibility>Eligibility. You can filter the list by selecting "posElig.eligibilityValue" F or R. This will only return those students with F or R for a meal status.

The state has also published an ad hoc report that you can run to see what students have an F or R status. To run this report go to Ad-hoc Reporting>Filter Designer>State Published>Student FRAM.

Provisional and Community Eligibility Provision (CEP) Schools

It is the responsibility of the school district to ensure that all students attending a Provisional or CEP School are properly marked as receiving free lunch. Please see the guidance found in the Student Data Collections Desk Guide at: https://doe.sd.gov/ofm/documents/DeskGuide-23-24.pdf.

Title I

All students in grades PK-12 receiving Title I services must be properly identified in Infinite Campus. For those schools operating Targeted Assistance programs, you will need to update the following fields in the Title I section of the enrollment tab for each student: Date (this is the date the student started receiving Title I services) select the dropdown of Yes and then flag the check box for Title I Math, Title I Reading or both. There is a State Published report under Ad hoc Reporting> Filter Designer>State Published Reports> TA Title I Students.
 **Please note: If you operate a School Wide program, all students will be flagged as receiving Title I services by Infinite Campus.

Foreign Exchange Students

Please remember to properly code your foreign exchange students by updating the Citizenship field in Infinite Campus. You can get to this field by using this path: Search>Student>look for the student in question. Go to the "enrollment tab" for the student, click on the current enrollment. Scroll down to the State Reporting Area.

The Citizenship field is a drop down field. You need to select "Foreign exchange student" from the drop down box. Foreign exchange students are not required to take the state assessments. If your foreign exchange students are not coded properly, the school will take a hit on their participation rate in the Accountability calculations. Foreign Exchange students are also not included in the Graduation calculations.

Foreign Exchange students typically are not graduates. In order to be marked as a graduate, the Foreign Exchange student MUST meet all SD High School Graduation requirements which is typically hard for them to do in the short time they are in our state. You may use the End Status code of **08: Out-of-State School Transfer** for these students. Foreign Exchange students are not included in the Graduation calculations.
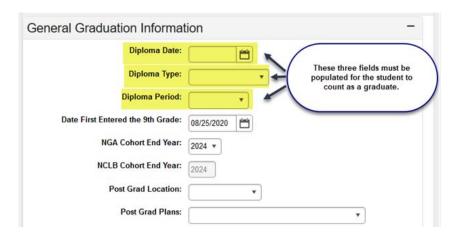
The state has published an ad-hoc report that you are able to run. The path to this report is: Ad-hoc Reporting>Filter Designer>State Published>Student Citizenship/Foreign Exchange/Immigrant. Please run this report to verify that all students with a Foreign Exchange status are reported correctly.

Graduation Tab

The Graduation tab provides districts with the ability to track graduation information used within state reporting, accountability determinations and the Report Card. This tab tracks each student's point of entry into the ninth grade and his or her expected graduation date.

A "Cohort End Year" is a membership year that the student belongs to. Each student is expected to graduate within four years of entering the 9th grade for the first time. When entering a first time student into the ninth grade, the Grad Tab should automatically populate the Date First Entered the 9th grade and the Cohort End Year. The state has published an ad-hoc report that you are able to run to find students who do not have a cohort year established. The path to this report is: Ad-hoc Reporting>Filter Designer>State Published>Grad Tab Cohort Blank.

It is also **required** that all public-school districts enter the graduation data on the grad tab when a student graduates. The data fields that are **REQUIRED** to be populated are, **Diploma Date, Diploma Type,** and **Diploma Period**.

To verify that all high school graduates have these fields populated, there is a report under the SD State Reporting> "Graduation Data Extract". You will need rights to run this report.

If you have a student that has transferred into your school from out of state, a BIE school, a private school or from one of the school districts in SD who do not use Infinite Campus (Rapid City and Brandon Valley), you will need to create a New Enrollment History To do this, go to the Enrollment Tab, click "New Enrollment History". You will need to enter a Calendar Name (the naming convention is up to you), and the start date that the student first entered 9th grade. If you know the year, but not the exact date, you can use any date in August. Enter the grade level and save the record. This will populate the Grad Tab with the first point of entry into 9th grade.

The records transfer will also import the enrollment histories from the previous district if the district runs the import.

Students who received an IEP Modified Diploma should not have their Diploma Date, Diploma Type and Diploma Period updated on the Graduation tab, as an IEP Modified Diploma **IS NOT** considered a regular South Dakota diploma.

Graduation Endorsements
All endorsements earned must be listed on the high school transcript. There are three different endorsements a student can earn. The endorsements are:
1. Advanced Endorsement
2. Advanced Career Endorsement
3. Advanced Honors Endorsement

A student may receive one or more of the endorsements. You will need to manually populate the endorsements on the Grad Tab.
For further documentation see the additional information in the Student Data Desk Guide at: https://doe.sd.gov/ofm/documents/DeskGuide-23-24.pdf.

To validate who has an Endorsement tied to their record, follow this path in Infinite Campus: SD State Reporting>Graduation Data Extract.
Once you have generated the extract, you will see the Endorsement listed under the heading of State Seal. You will see the number associated with each Endorsement.
1. Advanced Endorsement
2. Advanced Career Endorsement
3. Advanced Honors Endorsement

Ending enrollments for Seniors
A graduate is defined as any student who has attained enough credits to receive a regular high school diploma. If the student has met the criteria, they should have an exit code of **04: Student graduated, and the end date should read the last day of school, not their graduation date.** The Graduation Rate for Accountability purposes is based on this data. Please make sure all students are reported correctly. If the student did not receive a signed diploma, he/she should **NOT** be reported as a graduate.

Ending enrollments for seniors that are NOT Graduating
For senior students that are **NOT** graduating during the 2023-24 school year, you will want to edit their enrollment record before mass ending or graduating the remainder of your seniors. You can get to that field using this path: Search>Student>look for the student in question. You can then put in an end date and exit code for the student that is not graduating. The exit code most used is **11: Student continues** until a plan for the student has been determined. You can always change the exit date and exit code later.

Early Graduates
Seniors who graduated earlier in the school year (i.e. December) should be given an end date as of the day they graduated, not the last day of school. You can get to that field using this path: Search>Student>look for the student in question. **Click** on their 2023-24 enrollment record. You can then put in an end date and exit code 04: Student graduated.

Summer Graduates
Summer graduates will need to have their graduation end date and end status entered on the enrollment tab as soon as possible after receiving their diploma. You will need to enter the end date, diploma type and diploma period on the Graduation Tab along with any Graduation Endorsements they may have earned.

Students Receiving a GED
If you have a student that received a GED within the past school year, please verify that their end status is coded with 1**7: Discontinued education – completed GED**. These students are included as a completer in the completer rate calculations for Accountability.

If you have a student that is under age 18 and is attempting the GED, but has not completed the program yet, the student will be counted as a drop and needs the exit code of **02: Discontinued education – dropped out**. If you have a student who is over age 18 and is attempting the GED, the student will be counted as a drop and needs to be coded with exit code 1**8: Discontinued education – exceeds compulsory age**.

Kindergarten students and 8th grade Students
DO NOT code Kindergarten and 8th grade students as graduates. Their enrollment records need to be ended with the code of **11: Student continues**.

Ending enrollments for seniors who are in Special Education
First you will need to determine if the student is a graduate with a regular high school diploma or a graduate with an IEP modified diploma.

    1. Graduate with a regular high school diploma:
        a. Met the same state course and content requirement
        b. With or without provided accommodations using general education curriculum

Graduation Exit Coding (met the regular diploma requirements)	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	04: Graduated	2: Graduated (high school diploma)

Seniors who are Special Education students, and who **ARE** graduating with a regular diploma need to have their enrollment record updated in two different places. In the General Enrollment Information area of Infinite Campus, you will update the **End Status to 04: Student graduated**. You need also to update the **Exit Code** under the Special Education are of the enrollment tab. Here you will use **exit code of 2: Graduated (high school diploma). **Please note that the exit codes differ between the General Education portion of the enrollment record and the Special Ed portion of the enrollment record and that both areas MUST BE updated appropriately.****

If a student received a **signed regular diploma**, the student is no longer eligible to receive services and the school district is not eligible to receive State Aid for the student in the coming year.

Second, if the student did not meet the requirements for a regular diploma but met IEP team modified requirements, the district can issue a diploma or certificate, but the student's enrollment eligibility does not end.

    2. Graduated (IEP team modified diploma)
            a. Did not meet the same requirement as peers
            b. IEP team made course modification to state graduation requirements (documented in IEP) ARSD 24:05:27:12
            c. Courses were aligned to Core Content Connectors
            d. Modified curriculum/content standards.

Exit Coding (did not meet the regular diploma requirements but did meet IEP modified requirements)	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	19: Continues – Completed IEP team modified course requirements	03: Continues – Completed IEP team modified course requirements

The reason for this is is; if a student met IEP modified requirements, that student can still receive services until they are 21 years old, because the IEP modified requirements are not considered a regular diploma. You will also need to update the Exit Code under the Special Education area of the enrollment tab. (See chart above)
    Seniors who are Special Education students and have not met modified IEP requirements or received a regular signed diploma will continue to receive special education services until the age of 21. They should be coded as **11: Student continues** in their regular enrollment record and Special Education code should be blank

Student continues Code	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	11: Student Continues	

Third, students who turn 21 during the fiscal year that did not receive a regular diploma will use one of the following codes depending if they met IEP requirements or not.

Age Out Exit Code	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	07: Reached maximum age for special v (21)	4: Reached the Maximum Age (did not meet IEP modified requirements)
	21: Aged Out – Completed IEP team modified course requirements	14: Aged Out: Completed IEP Team Mod/Course Requirements

Fourth, at the beginning of the following year, if the student does not return, the enrollment needs to be amended to reflect discontinued or dropout.

Exit Code (did not return in fall)	General Enrollment Exit Codes	Special Ed Fields Exit Codes
	20: Discontinued education – Completed IEP team modified course requirements	13: Discontinued education – Completed IEP team modified course requirements
	02: Discontinued education – dropout	8: Dropped out or 7: Moved not known to be continuing

(These codes will be used in the fall if the student does not return)

Mass Ending Enrollments

Mass ending Senior Enrollments
Mass ending senior enrollments (graduated seniors) can be done by using the "End Enrollment Batch". To end enrollments for seniors that are graduates, go to System Administration>Student>End Enrollment Batch> select the calendar>put in end date (last day of school in the school year) select end status 04: Student graduated>put in diploma date>select diploma type>select diploma period>select grade 12 and hit the "Run" button. This will assign the selection to all remaining seniors that have not already had their enrollment record ended. ** Please, remember that ALL grading and end of the year reports need to be completed prior to this process. **

Ending enrollments for the remaining students
Mass ending enrollments can be done using the "End Enrollment Batch". **Please remember that ALL grading and end of the year reports need to be completed before this process is done.** To end enrollments for students that will be returning in the next year, go to System Administration>Student>End Enrollment Batch> select the calendar>put in end date>select end status 11: Student continues>select grades (maybe do one grade level at a time) and hit the "Run" button. This will assign the selections to all remaining students that have not already had their enrollment record ended.

Exit/Withdrawal Codes
To ensure accuracy and comparability of our exiting data, please review the codes below. If a student has exited your school, be sure to give them a status end date and assign the appropriate exit code. If you have any questions regarding the definition of any of the below types, please contact our office.

The circumstances under which the students are exited from membership in an educational institution are based on the following codes:
General Enrollment Exit Codes
01 Expelled, didn't return to any school
02 Discontinued education – dropped out (see below definition of a dropout). Students leaving school to pursue a GED must be reported as a dropout.
03 In-state School Transfer - Student transferred to another accredited school or district in the state (student data file must include a request for transcript)
04 Student graduated - Student has attained the credits needed to obtain a regular diploma
05 Student died
06 Committed to institution - Student transferred to an institution (correctional facilities, mental hospitals, etc)
07 Reached maximum age for special-ed (age 21)
08 Out-of-State School Transfer - Student transferred out of state (student data file must include a request for transcript)
09 Colony student > grade 8 – religious exemption (student has been excused from public school attendance, SDCL 13-27-1.1)
10 Student retained
11 Student continues
12 Persistently Dangerous Transfers —this is to be used only if a student transfers from a school that has been identified as a "Persistently Dangerous School". This code is not to be used to indicate a "dangerous student".
13 School Improvement Transfer
14 Home School Transfer
15 Suspended
16 Home School Completer
17 Discontinued Education – completed GED
18 Discontinued Education – exceeds compulsory age
19 Continues/Completed IEP team mod/course reqs.
20 Discontinues/Completed IEP team mod/course req.
21 Aged Out/Completed IEP team mod/course reqs.

<u>**Special Education Exit Codes**</u>
1 Not receiving SE services
2 Graduated (high school diploma) Student has attained the credits needed to obtain a regular diploma.
03 Graduated (IEP team modified diploma)
4 Reached the maximum age
5 Died
6 Moved, known to be continuing
7 Moved, not known to be continuing
8 Dropped out
9 Refused services
10 ISFP done before max age/Pt C
11 Changes in IEP
12 Students Continues
13 Discontinued/Completed IEP team mod/course reqs.
14 Aged Out/Completed IEP team mod/course reqs.
15 Revocation of consent

Please note that the exit codes differ between the General Education portion of the enrollment record and the Special Ed portion of the enrollment record.

A dropout is defined as a student that:
1) Was enrolled in school at some time during the school year;
2) Was not enrolled on the last day of school;
3) Has not graduated from high school or completed a state approved program;
4) Does not meet any of the following exclusionary conditions:
- Transfer to another accredited educational program
- Temporary absence due to suspension or illness
- Excused from public school attendance (SDCL 13-27-3)
- Death

School Names and Grade Levels

Please check Infinite Campus to make sure that all school names and grade levels for the 2021-22 school year matches what your Superintendent has submitted to Jennifer Rattling Leaf for the Educational Structure Data Collection. Also, make sure that your grade level names match the state codes.
For example:
Name – PK = (Pre School) State Grade Level Code is **PK**
Name – K1 = (Jr. Kindergarten) State Grade Level Code is **K1**
Name – KG = (Kindergarten) State Grade Level Code is **KG**

Staff Members Leaving Your District

When a staff member is leaving your district, please end date their employment record, district assignment and disable their account in Infinite Campus.

Sign-Off Sheet

In May, your Superintendent will receive a checklist of items that must be completed and signed off on for your district's Accountability results to be accurately determined. Again, the deadline to have your data finalized in Infinite Campus is June 14, 2024.
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Spring User Groups

Infinite Campus along with DOE will again partner for the spring user groups. Joining us this year, will be members from the DOE Accountability and Special Education teams to help with closing out your school year and answer any questions you may have.

We hope that many of you will take the time to join us at one of the following locations.

Dates:
April 23rd – University Center in Rapid City – Room 112
April 24th – State Library/Dept. of Education Pierre – Commons Area
April 25th – AmericaInn in Aberdeen - Wolves Room
April 26th – Southeast Tech in Sioux Falls – Sullivan Health Center Room 257